



FOREIGN AFFAIRS MANUAL

VOLUME 9 – Visas

Transmittal Letter: VISA-271

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APPENDIX F

100 RETAINING ISSUED VISA FILES, 200 VISA REFUSAL CASES, 400 MAINTAINING A-Z VISA FILE AND 600 MAINTAINING AND DISPOSING OF CLASSIFIED OR ADMINISTRATIVELY- CONTROLLED VISA FILES

MAJOR CHANGES

1. Revisions, updates and editorial changes have been made.
2. Revisions since the last update appear in italics. Other than formal titles, the italics will be removed the next time the material is updated. Only current changes will appear in italics. Italics provide a historical record of changes.
3. Under the Foreign Affairs Reform and Restructuring Act of 1998, Public Law 105-277, the functions of the U.S. Information Agency related to international broadcasting are transferred to the Broadcasting Board of Governors. Accordingly, all provisions of the FAM previously applicable to USIA continue in effect with respect to the BBG until further notice.
4. Officers are reminded that Department-issued materials not codified in the *Foreign Affairs Manual* or its supplemental *Foreign Affairs Handbook* series generally have no regulatory validity (see 2 FAM 1115.2).

FILING INSTRUCTIONS (Paper Copies)

1. Remove and destroy the pages for 100 Retaining Issued Visa Files (TL:VISA-119; 7-3-95, 1 pages) and then, insert 100 Retaining Issued Visa Files (1 pages). Remove and destroy the pages for 200 Visa Refusal Cases (TL:VISA-119; 7-3-95, 3 pages) and then, insert 200 Visa Refusal Cases (3 pages). Remove and destroy the pages for 400 Maintaining A-Z Visa File (TL:VISA-119; 7-3-95, 3 pages) and then, insert 400 Maintaining A-Z Visa File (2 pages). Remove and destroy the pages for 600 Maintaining and Disposing of Classified or Administratively-Controlled Visa Files (TL:VISA-119; 7-3-95, 1 page) and then, insert 600 Maintaining and Disposing of Classified or Administratively-Controlled Visa Files (1 page).

2. After inserting the material in the binder, insert this transmittal letter immediately following the TL Checklist, then fill in the entry line for TL:VISA-271, and initial.

DISTRIBUTION NOTICE

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2. All posts and offices keeping paper versions of the *Foreign Affairs Manual* are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5), and for ensuring that all copies (including binders) are either retained or returned to A/RPS/DIR if no longer needed. **When returning excess or unused materials include your office/post symbols and inform MMS/PB and your message center if you need to have your distribution reduced** (this generally applies only to time-sensitive paper issuances). A/RPS/MMS/PRD, Room 1853, 202-736-7470, FAX 202-647-4535, handles all requests for paper copies, including non-Government users (include either fiscal information or payment with request, as appropriate).

3. Use KFAM and AINF TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/RPS/DIR. Direct questions concerning substance and interpretations to [the 9 FAM Volume Coordinator, who may be reached at the office indicated at the end of this transmittal letter].

(CA/VO/L/R)